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: Chief, Management Staff

DATE:

1 1 APR 1958

FROM : Director of Logistics

subject: Filing Equipment

- 1. I have investigated the matter mentioned in your memorandum of 26 February, and wish to point out that:
  - a. We do not maintain stock levels of filing cabinets on the basis of color or make.
  - b. The shape of a cabinet is of importance in our determination of substitutions only when its use is affected, provided the cabinet is otherwise acceptable. We do not establish levels for specific shapes.
  - c. File cabinets are divided into general sizes (for example, cap size and letter size). I think you will agree that the letter size cabinet cannot be substituted for the cap size from the standpoint of utilization and, from a space and economy standpoint, it would not be appropriate to substitute a cap size for a letter size cabinet.
- 2. Prior to the date of reference, staff, recommended the cancellation of a purchase order for 22 cap size, 5 drawer cabinets with key lock. Attached is a tabulation of the cap size filing cabinets (without combination locks) in stock. It will be noted that we now have on hand eight different types, of which:
  - Two types are five drawer cabinets (one with and one without key lock), considered standard.
    - Two are four drawer types, considered obsolete.
  - Two are five drawer types, replaced by a. above, considered limited standard.

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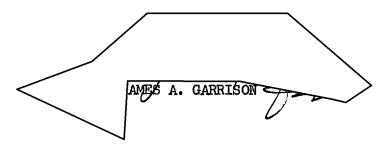
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SUBJECT: Filing Equipment

- d. Two are the five drawer drop front type, which are nonstandard and for which no level has been established.
- 3. Our Depot Stock Control Section has been instructed to issue cabinets mentioned in paragraphs 2 b through d above in lieu of standard cabinets insofar as practicable until the supply is exhausted.



Attachment:

In Stock Listing

## Distribution:

Orig & 1 - Addressee w/attach

1 - OL w/attach

1 - OL/SD w/attach

1 - OL/SD/SM&RS official w/attach

1 - D/L Hold

OL/SD/SM&RS cm/ (9 Apr.58)

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